Arizona Computer-Based Testing Readiness Report

User's Guide

Arizona Department of Education

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Overview

The Arizona Computer-Based Testing Readiness Report is an application within ADEConnect that will help identify a school's readiness to administer the statewide computer-based achievement test. To create the report, districts and charters must enter data through the Tech Readiness Inventory.

Information about a school's technology will be entered into the application in one of two ways: either through a file upload <u>or</u> through direct data-entry.

- 1. If you choose to use the **file upload**, the *Computer-Based Testing Inventory*, directions are described in Part I of this document.
- 2. If you choose to use the **direct data entry** through ADEConnect, directions are described in Part II on page 9 of this document. It may be helpful to complete the Excel spreadsheet in preparation for data entry.

How will this information be used? Once the State Board of Education adopts a new assessment and the application is fully functional, your district/charter will have an accurate report of each site's technical capacity for computer-based test administration. This information will be helpful for leveraging your existing resources and creating short and long term plans for building technological capacity for instruction and assessment.

The information requested in the *Arizona Computer-Based Readiness Report* can be gathered one time and used for other reporting requirements. For example, the speed test data requested for the inventory continuously adds to the Digital Arizona Broadband Mapping Tool which can allow anyone to find the data for any specific school, district or geographic boundary (county, legislative district, zip code, etc.). This data contributes to the National School Speed Test database to help guide the allocation of \$2.5 billion in annual federal funding for school Internet access upgrades.

The ADE will use the information provided in this report to determine statewide readiness and develop plans for getting all schools prepared for computer-based testing as quickly as possible. Although it is a requirement to complete the Arizona Computer-Based Testing Readiness Report, districts and charters may choose to include as many of their schools as are ready to administer the computer-based test in spring 2015. Details regarding how to be included in computer-based testing will be provided after the adoption of the new statewide achievement assessment.

Thank you for your help with this. If you have any questions, please contact us at testing@azed.gov.

Part I: Completing the Computer-Based Testing Inventory

You may choose to upload a file with data for each site in your district. An Excel worksheet, the *Computer-Based Testing Technology Inventory*, accompanies this application. The Excel inventory has the same fields as the direct data-entry portion of the application (Part II). The Excel inventory can be used as a template to gather the necessary information for direct data-entry or can be used to create the file to upload into the application.

Please note: The Excel inventory spreadsheet has been developed to work with Excel 2010/2007 and has not been tested for Excel 2003.

Getting Started

Before you enter any data in the spreadsheet, you will need to know the following information:

- 1. **Determine Your Technology System Information** You will need to identify the number of devices that will be available for use by students during testing. In addition, you will be identifying the following information:
 - Device Type desktop/laptop or tablet
 - *Operating System Windows, Mac, Linux, Chrome, Android, Other
 - *Version
 - Screen Resolution/Size
 - RAM
 - Number of Keyboards, headphones, and microphones
 - Number of Mice or Touchpads
 - Connection Technology Cable, Dial Up, DSL, T1, Etc.

*See Appendix A for assistance in locating information regarding your Operating System and Version.

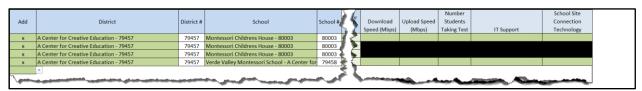
2. Test your Broadband Speed - Complete a Download and Upload Speed Test from Arizona School Speed Test at http://partners.schoolspeedtest.org/arizona.html at least three (3) different times during a school day. Please take the speed test during normal school hours on a computer that will be used for students taking the test. Track all of your speeds; you will enter the lowest speed scores from all of the tests.

Using the Readiness Inventory Worksheet

Filling out the Worksheet

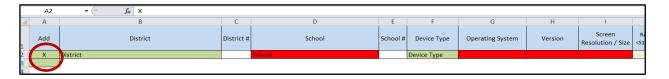
You will need to begin in **Column A** of the Excel worksheet and work across the cells for each device type at the school. The columns with drop-down data are dependent on the information in the previous column. A school may need more than one row to accommodate all device types. You will need to enter data on a separate row for each school in your district/charter.

Please complete all information per school before adding subsequent schools. Rows cannot be inserted. When you enter an X on a subsequent row for the same school, Columns P – T will be blacked out so you won't need to replicate this information.

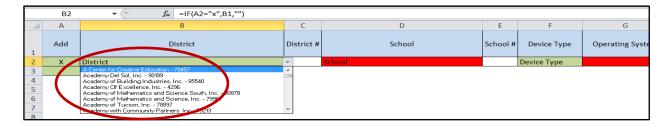


This spreadsheet is designed for 300 rows, so if you need additional space, you will need to complete a second spreadsheet. Please include all of the information for a particular site on the same spreadsheet; do not split the information for a site between the spreadsheets.

Column A - Add: Select the letter X in cell A2 to begin. This will open the entire
row for you to begin selecting. If the district and school do not match, the school cell
will be red; once a school in that district is selected, the field will turn to green.



Column B - District: Select your district from the drop-down list. You will need to scroll through the list to locate your district. Once you select the district name,
 Column C - District # will automatically populate.



Column D – School: Select your school name. You will need to scroll through the list to locate your school name. Once you select the district name, Column E – School # will automatically populate.

• **Column F - Student Device Type:** Choose either desktop/laptop or tablet.

<u>Note</u>: If you have both types of devices at this site, you will need to select one and continue filling out this row. Then you will go to the next row and place an X in **Column A**. This will automatically populate the same district and school.

Column G - Operating System: Select the operating system from the drop-down list.

<u>Note</u>: If you have more than one operating system at this site, you will need to select one and continue filling out this row. Then you will go to the next row and place an X in **Column A**. This will automatically populate the same district and school.

 Column H - Version: Select the version of the operating system from the dropdown list.

<u>Note</u>: If you have more than one version at this site, you will need to select one and continue filling out this row. Then you will go to the next row and place an X in **Column A**. This will automatically populate the same district and school.

• **Column I – Screen Resolution or tablet screen size:** Select the screen resolution or tablet screen size from the drop-down list.

<u>Note</u>: If you have more than one screen resolution or size at this site, you will need to select one and continue filling out this row. Then you will go to the next row and place an X in **Column A**. This will automatically populate the same district and school.

- Column J RAM: Select the RAM for the device
 - Less than 512 MB
 - o Greater or equal to 512 MB but less than 1 GB
 - o Greater or equal to 1 GB but less than 2 GB
 - o Greater or equal to 2 GB but less than 4 GB
 - Greater or equal to 4 GB
- **Column K Number of Computers:** Enter the number of computer devices available for student testing that match the device type, operating system, version, screen resolution/size, and RAM you have indicated.
- Column L Number of Keyboards: Enter the number of keyboards that are wired
 or wireless configured to a single computer. Bluetooth/wireless keyboards must be
 configured to pair with only a single computer during assessment administration.
 External keyboards must allow students to enter letters, numbers, and symbols and
 to shift, tab, return, delete, and backspace. Tablet touchscreen interfaces can be

used for student interactions with the assessments other than text input, including to select/deselect, drag, and highlight text, objects, and areas.

- **Column M Number of Head Phones:** Enter the number of head phones/earbuds available for testing.
- Column N Number of Mics: Enter the number of microphones available for testing.
- Column O Number of Mice or Touchpads: Enter the number of pointing devices available for testing. This may consist of a mouse, touch screen, touchpad, or other pointing device with which the student is familiar.
- Column P Download Speed (Mbps): Complete a Download and Upload Speed Test from Arizona School Speed Test at http://partners.schoolspeedtest.org/arizona.html at least three (3) different times during a typical school day. Please take the speed test during normal school hours particularly when the school is in session and drawing bandwidth to other, daily network and data-intensive operations on campus on a computer that will be used for students taking the test as they will be testing (wireless or connected by a cable). Track all of your speeds; you will enter the lowest download speed score from all of the tests.
- Column Q Upload Speed (Mbps): Complete a Download and Upload Speed Test from Arizona School Speed Test at http://partners.schoolspeedtest.org/arizona.html at least three (3) different times during a typical school day. Please take the speed test during normal school hours particularly when the school is in session and drawing bandwidth to other, daily network and data-intensive operations on campus on a computer that will be used for students taking the test as they will be testing (wireless or connected by a cable). Track all of your speeds; you will enter the lowest upload speed score from all of the tests.
- Column R Number of Students Taking the Test: This number should reflect
 the total number of students in Grades 3-8 for non-high schools and the number of
 students expected to participate in high school testing (ELA9, ELA10, ELA11, Algebra
 1, Geometry, and Algebra II). The number displayed is based on the current FY
 enrollment count. Please overwrite if the current count is different.
- **Column S IT Support Level:** Select the level of IT support* you have available at your LEA from the drop-down list.

District – employee or team who oversees and addresses technology issues for all schools/charters within a district.

School – an employee of the district or charter designated as technical support for an individual site full time.

Part-Time/Shared – an employee of the district or charter designated as technical support for a site for part of a day/week.

Contracted – purchased service with an individual or company within the IT field who provide remote or on-site service for your LEA in the areas of system administration, network, hardware, and/or software systems.

- *If you have more than one level of support, please select the level that would be primarily responsible for providing the majority of technology support at an individual school site during the testing window (e.g., if you have a district technology director with IT staff that are designated to support two or more sites each, you would select Part-Time/Shared Support rather than District Level).
- Column T: School Site Readiness Connection Technology: Select the way the school site accesses its internet connection from your service provider. For example, if your site has a wireless router but receives internet connectivity from your provider through a T1 line, you would select T1. Your service provider may be able to assist you in determining which connection type you receive at the site level.

Note: As you complete each row, return to **Column A** and select the letter **X** to activate the next row. The district name, number, and school name and number will be populated automatically. You can edit this information if necessary. Use as many rows as needed to identify all of the devices available for testing.

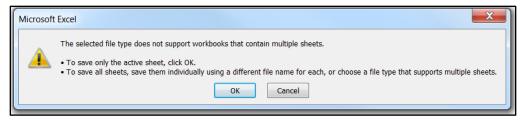
Saving and Uploading the Inventory File(s)

Use the "Save as type:" to select .CSV file

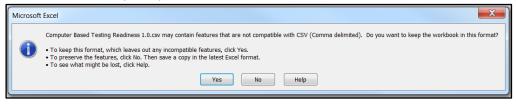


You will have popups that you will need to accept.

Click "OK" for the first prompt.



Click "Yes" for the second prompt.



Log into ADEConnect from the ADE website at www.azed.gov. You can find additional information about accessing ADEConnect in Appendix B of this document.

- Click on the "Test Readiness" link.
- Click on the Test Readiness Inventory File Upload.
- Upload your .csv file.





You will see a message indicating that your file was uploaded successfully.

If you have any questions regarding your file upload, please contact ADE at testing@azed.gov.

Part II: Using ADEConnect for Direct Data Entry

Getting Started

Before you enter any data, you will need to know the following information:

- 1. **Determine Your Technology System Information** You will need to identify the number of devices that will be available *for use by students during testing*. In addition, you will be identifying the following information:
 - Device Type desktop/laptop or tablet
 - *Operating System Windows, Mac, Linux, Chrome, Android, Other
 - *Version
 - Screen Resolution/Size
 - RAM
 - Number of keyboards, headphones, and microphones
 - Number of Mice or Touchpads
 - Connection Technology Cable, Dial Up, DSL, T1, Etc.

2. Test your Broadband Speed - Complete a Download and Upload Speed Test from Arizona School Speed Test at http://partners.schoolspeedtest.org/arizona.html at least three (3) different times during a school day. Please take the speed test during normal school hours on a computer that will be used for students taking the test. Track all of your speeds; you will enter the lowest speed scores from all of the tests.

You may want to use the Excel spreadsheet to record your inventory before you enter the information directly in ADEConnect.

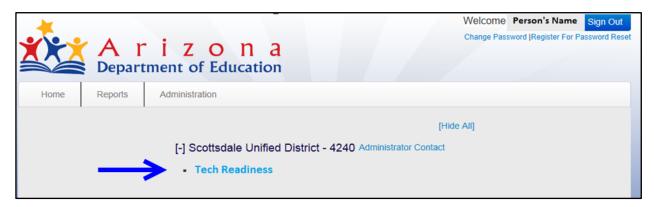
^{*}See Appendix A for assistance in locating information regarding your Operating System and Version.

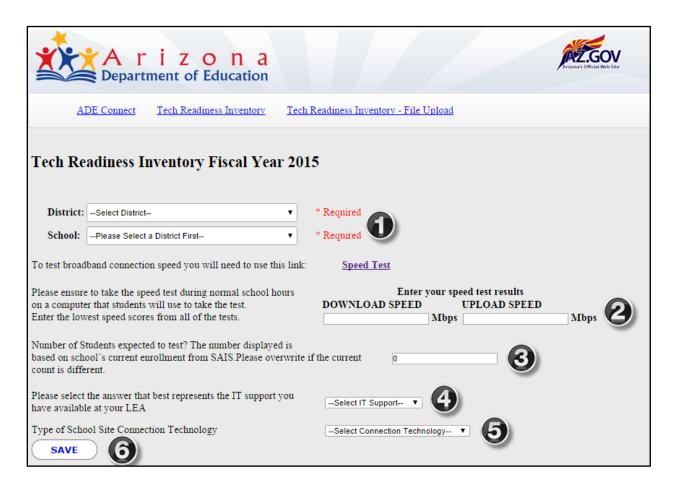
Using ADEConnect Direct Data Entry

Log into ADEConnect -

Log into ADEConnect at https://home.azed.gov/Portal/. You can find additional information about accessing ADEConnect in Appendix B of this document.

Click the link for Tech Readiness.



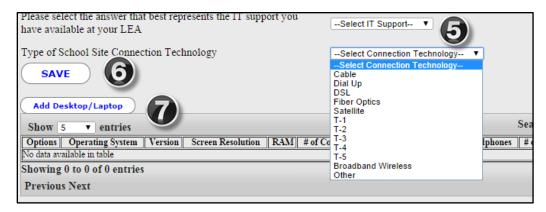


Directions:

- 1. When you log in, the first drop-down box will default to your district name. Select a school name. You will be completing a separate entry for each school in your district.
- Enter the lowest download and upload speeds from the Arizona School Speed Test http://partners.schoolspeedtest.org/arizona.html
 that you conducted at this school site.
- 3. Confirm the number of students at this site who are eligible for testing. This number should reflect the total number students in Grades 3-8 for non-high schools and the number of students expected to participate in high school testing (ELA9, ELA10, ELA11, Algebra 1, Geometry, and Algebra II). The number displayed is based on the current enrollment from SAIS. Please overwrite this if the current count is different. Click on SAVE.
- 4. Select the IT support level* you have available at your LEA from the drop-down list.
 - **District** employee or team who oversees and addresses technology issues for all schools/charters within a district.
 - **School** an employee of the district or charter designated as technical support for an individual site full time.
 - **Part-Time/Shared** an employee of the district or charter designated as technical support for a site for part of a day/week.
 - **Contracted** purchased service with an individual or company within the IT field who provide remote or on-site service for your LEA in the areas of system administration, network, hardware, and/or software systems.

*If you have more than one level of support, please select the level that would be primarily responsible for providing the majority of technology support at an individual school site during the testing window (e.g., if you have a district technology director with IT staff that are designated to support two or more sites each, you would select Part-Time/Shared Support rather than District Level).

5. Select the School Site Connection Technology for this site.



6. Click Save. You must save your information before adding your devices.

- 7. Select **Add Desktop/Laptop** to enter any devices you may have of this type. When you click on **Add Desktop/Laptop**, a separate window will open for you to enter your information.
 - a. Select an operating system, version, and screen resolution. Select the RAM for these devices:
 - o Less than 512 MB
 - o Greater or equal to 512 MB but less than 1 GB
 - o Greater or equal to 1 GB but less than 2 GB
 - o Greater or equal to 2 GB but less than 4 GB
 - Greater or equal to 4 GB
 - b. Enter the number of computers available for testing that match the operating system, version, screen resolution, size, and

	Add Desktop/Laptop	
Number of	.,	
based on se	Operating System:select ▼	
count is di	Version:select ▼	
	ScreenResolution:select ▼	
Please sele	Ramsize:select ▼	
have availa	# of Computers: 0	
Type of Sc	# of Keyboards: 0	
SAVE	# of HeadPhones: 0	
SAVE	# of Mics:	
	# of Mice or Touchpad: 0	
Add Des		
Show 5		
Options	Create Cancel	Γο
No data avai		

RAM. Enter the number of keyboards, headphones/earbuds, and microphones available for testing. Click **Create**.

If you have devices with a different operating system, version, or screen resolution, you will need to select **Add Desktop/Laptop** again and enter that information.

If you need to edit any information in the row, select **Edit** under the Options column.

8. If this site has tablets, select **Add Tablet**. When you click on Add Tablet, a separate

window will open for you to enter your information. If you have more than one type of operating system, version, or screen size, after you complete the information, you will need to select Add Tablet again and enter information for those tablets.

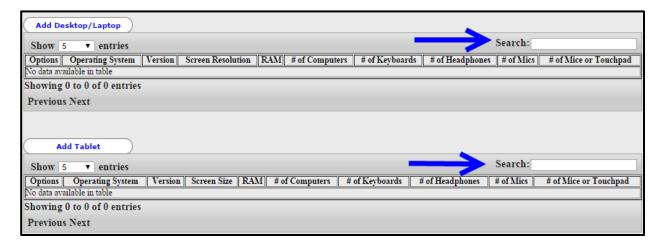
Please ensure to take the speed test during normal school hours on a computer that students will use to take the test.				Ente	er your speed test D UPLO	results AD SPEED		
Enter the 1	Add Tablet							
Number of								
based on se	Operating System:		*					
count is di	Version:	select	•					
Please sele	ScreenSize:		•					
have availa		select	*					
	# of Computers:	-						
Type of Sc	# of Keyboards:							
SAVE	# of HeadPhones:	•						
	# of Mics:	-						
Add Des	# of Mice or Touchpad:	0						
Show 5								
Options		Create	Cancel				Ī	Touchpad
No data avai								
Showing 0 to	о от о епитез							
Previous Ne	ext							
Add T	ablet							
Show 5	▼ entries					Search:		
	perating System Version	Screen Size RAM	# of Computers	# of Keyboards	# of Headphones	# of Mics	# of Mice or To	ouchpad
No data availabl								
Showing 0 to	0 of 0 entries							

If you need to edit any information, select *Edit* under the Options column. When all of your information is entered for this school site, it will automatically save the information you just entered.

Complete this procedure for each site in your district.

Reviewing Your Inventory

When you are finished entering information, you can look at your information by using the search feature. You can search any of the fields by entering letters or numbers.



Part III: The Readiness Report

Note: Any subsequent uploads or direct entry to the Inventory will **override** previous entries. If you are adding or amending any data to a file, please make the changes to your original data file and upload the entire file again.

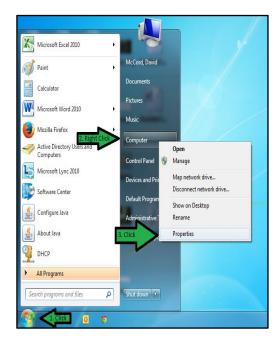
ADEConnect works best with Internet Explorer 9 or higher.

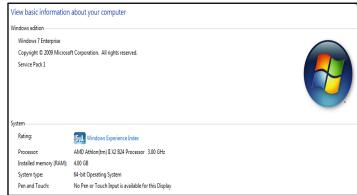
Readiness Indicators

Pending adoption of the new state assessment by the Arizona State Board of Education.

Appendix A: Finding Your System Information

Windows 7:





Windows 8.1:







Android:









OS X:



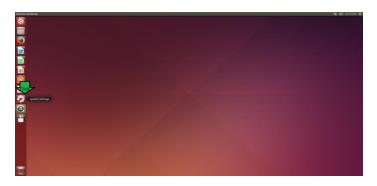
iPad:





Linux

Unity Desktop Environment:







KDE Desktop Environment:





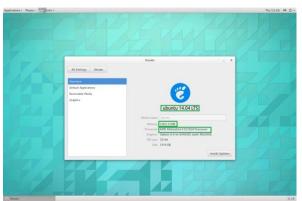




Gnome Desktop Environment:

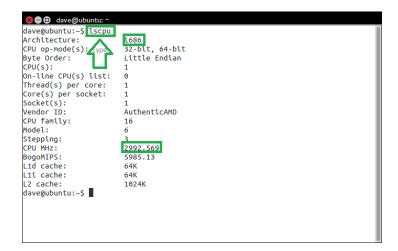




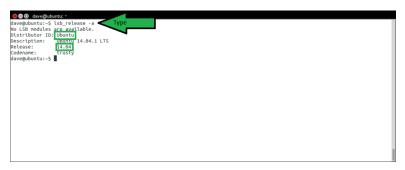


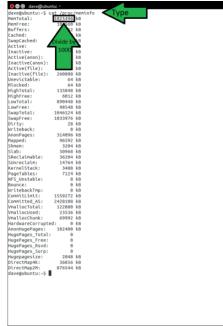
Check CPU from Command line:

Check RAM from Command line:



Check Linux version from Command line:





Appendix B: Logging Into ADEConnect

First Time Users: If this is the first time you are using ADEConnect, your entity administrator must assign a role to you. You will receive an email with your ID (your email address), a link to ADE Connect, and a temporary password. When you enter your ID and password, you will be required to change your password. Read the terms and agreements and complete the registration process for this site.

Returning Users: Go to the Arizona Department of Education web page at http://www.azed.gov/. Select the ADEConnect link. Select the "Tech Readiness" link.



Note: ADEConnect works best with Internet Explorer 9 or higher.

Achievement Testing District Test Coordinators

Achievement Testing District Test Coordinators have been provided access to the *Tech Readiness Inventory* in ADEConnect. Test Coordinators may enter or upload the inventory with their access; if another employee in the district/charter will be completing this task, the Achievement Test Coordinator should contact their entity administrator to assign this employee the role of "Achievement." This role will enable the employee to enter the inventory data and review results once the readiness indicators are functional.

Entity Administrators

Entity administrators are ultimately responsible for ensuring that their users are able to take advantage of the convenience and security ADEConnect offers. By appropriately assigning roles and permissions, entity admins permit users to access the ADE applications they need to do their work. Entity admins also maintain the security of LEA and ADE information by ensuring that users only have access to the applications and data they are authorized to see.

Entity Admin Responsibilities

- Assign user roles and permissions
- Manage school and site assignments
- Delegate entity admin role
- Monitor ADEConnect usage
- Analyze SIS-ADEConnect connection

Entity Admin Tools

- Entity Admin Portal
- ADEConnect Activity Report
- Admin Application Association Report
- Search by email address
- Support from ADE!

Frequently Asked Questions can be accessed at http://www.azed.gov/aelas/adeconnect/answers/.